

**Tennessee Department of Health
Division of Policy Planning and Assessment**

Position Name: Statistical Research Specialist

Job Classification: Statistical Research Specialist (Executive Service)

Education: Graduation from an accredited college or university with a master's degree in statistics, applied statistics, social or behavioral sciences, health sciences, business, business administration, health informatics, or public policy and experience equivalent to two years full-time professional work developing research methodology and/or directing statistical research.

Overview: The Statistical Research Specialist position is located in Nashville, Tennessee. This position will assist with maintaining data and providing statistical information regarding the State Vital Statistics. This position would be required to perform statistical analysis at the advanced level, assist in the creation of data dictionaries and manuals, and respond to requests for data and analysis both internally and externally.

Ideal candidate:

- Proficiency with modern high level statistical languages such as SAS, writing SQL code.
- Proficiency with analytic and visualization capabilities of software packages (e.g. SAS, R, ArcGIS, etc.)
- Proficiency with Microsoft Office: Word, Excel, PowerPoint and Access.
- Must be able to manipulate large data sets.
- Highly-organized and detail- oriented individual.
- Ability to adapt to changing priorities and deadlines.
- Strong data management skills.
- Strong analytical, verbal and written communication skills and be able to work under minimal supervision.
- Ability to troubleshoot data issues.

Duties Related to Vital Statistics Section:

- With aid from the relevant data stewards, create an automatic process to produce needed data files for Vital Statistics and TDOH.
- Provide support and maintenance for Microsoft SQL Server database.
- Work with Vital Statistics staff to develop automated reports related to the provisional Vital Statistics data.
- As needed troubleshoot problems with the production of the data files or reports.
- Identify hardware and software needs for the above efforts. And if needed administer access.
- Providing written reports that include interpretation of the analyses (bullet points/talking points), tabulations.
- Presentations of relevant data.
- Assist with the development and implementation of research projects related to Vital Statistics as needed.
- This position requires supervising others.

Compensation Information: minimum \$4973.00 monthly

Interested applicants should send CV and letter of interest to Wanda Benson
Wanda.Benson@tn.gov

Reminder: This job posting is open until filled so interested applicants should apply as soon as possible.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.